

Application Form Instructions - ONLINE APPLICATION FORM

Instructions for Filling the Form

Before filling the form please read the INSTRUCTION given below carefully. (Please use updated Mozilla Firefox or Chrome browser only)

Steps for Registration

1. Click on the tab "Online Application Form". You will be directed to the application form page.
2. Click on "New User Signup"
3. Enter your valid Email ID.
4. Re-enter your valid Email ID.
5. Enter your secret password.
6. Re-enter your secret password.
7. Enter your 10-digit mobile number.
8. Enter the Captcha
9. Click on Register.
10. You will receive an email from admissions@aud.ac.in to verify your email address.

Steps for Filling the Application Form

1. Again click on the tab "Online Application Form". You will be directed to the Application form page.
2. Under the "Registered User Login" Enter your registered Email ID as username
3. Enter your secret password.
4. Enter the Captcha & click on login.
5. Click on "ApplyNow" from the Upper Left panel.
6. There are five steps in the application form
 1. Enter Personal Details,
 2. Enter Academic Details,
 3. Upload photo, signature and documents,
 4. Preview your Application,
 5. Select payment gateway and make the Payment.
Fill all the required information on each page and click "**Save and Next**".
7. All fields marked by (*) are mandatory. Filling all mandatory fields is required to make your application complete. Incomplete applications will be REJECTED.
8. Application process will be regarded as complete only when the payment has been received by the University. Please note that no change can be made once application form is submitted.
9. The fee for MBA application is Rs 1220.00 for General & EWS (Rs 610.00 for SC / ST / PwBD/ D-OBC(NCL) / Defence candidates / Kashmiri Migrant candidates). This Fee will be paid through online mode only via payment gateways (HDFC, ICICI).
10. While filling the online application, if your browser closes unexpectedly or if you are logged out, please use the login credentials to login again and resume the process.
11. Sometimes payment is delayed from the payment gateways end. Please check after some time, payment will be updated automatically. Or After login into the online application form again click on the same payment gateway where you paid the application fee recently. The payment gateway will check the status against the amount received (if any), and that will be settled immediately, it will not ask you to pay again

12. In case of any technical problems and queries, please send an email to "mbaadmissions@aud.ac.in" Phone Number - +91 011-23864064 (9:00 AM to 5:00 PM, Monday to Friday).
13. The Students applying for admission should upload their passport size photograph and a scanned copy of their signature in JPG/JPEG/PNG format. The size of the photograph shouldn't exceed 500 KB and that of scanned copy of the signature shouldn't exceed 500 KB. For the documents in .pdf format shouldn't exceed 3000 KB.